NC Department of Crime Control & Public Safety
Information Technology Governance
Enterprise Oversight Committee Charter

Prepared By: Geof D. Toner

Rev. Date: November 1, 2009
Established: November 26, 2007

A   Purpose of the Enterprise Oversight Committee

Mission

The NC Department of Crime Control & Public Safety (CC&PS) defines and implements cost-effective enterprise technology initiatives to meet the business needs of the agency, its divisions and the citizens of North Carolina.

This is accomplished by:

- Sharpening the alignment of IT resources and investments with business strategies and objectives
- Attracting, retaining, and training a skilled IT workforce to support the CC&PS computing environment
- Enhancing collaboration and communication between CC&PS's IT communities and division stakeholders
- Leveraging the purchasing power of CCPS to reduce costs by eliminating IT redundancies and silos
- Implementing effective technology project management oversight and best practices

Primary Functions

The primary function of the Enterprise Oversight Committee is to monitor the three IT areas (OFFSEC, EM and SHP) both in meeting internal deadlines and priorities, and in complying with state requirements. The Oversight Committee provides a stabilizing influence so that department organizational concepts, directions and enterprise IT projects are established and maintained with a visionary view. The Oversight Committee provides insight on long-term strategies in support of legislative mandates and state IT initiatives. Members of the Oversight Committee ensure that department and division business objectives are adequately addressed and information technology remains under control.

In practice these responsibilities are carried out by performing the following functions:

- Meeting at least bi-monthly;

- Monitoring and reviewing IT projects at Oversight Committee meetings;

- Controlling project objectives as emergent issues force changes to be considered;

- Resolving IT conflicts and disputes, reconciling differences of opinion and approach;

- Formal acceptance of IT deliverables;

- Establishment and enforcement of department IT policies and standards.

Additional Functions

Provide written reports to CCPS Secretary on

- Timeliness of execution for our priority projects;

- Proposed projects;

- Compliance with state requirements for security, procurement, project management and other policies; and

- Such other IT matters as the CCPS Secretary may assign.

Approval Responsibilities

The Oversight Committee is responsible for approving major information technology elements such as:

- Prioritization of enterprise and division IT projects;
- Review and approval of IT policies submitted by the IT Planning Group;
- Budget funding and division allocation of enterprise IT projects;
- Grant alignment with IT projects, IT project certification and IT enterprise services.

B   Oversight Committee

Membership

The Oversight Committee is a group with decision-making authority who are accountable for the prioritization, approval, resource management, budget allocation approval, and resolution of all CCPS IT projects.

The Oversight Committee will consist of the following members and Facilitator:

Name	Title	Role
Gerald Rudisill	Chief Deputy Secretary	Chair / Voting Member
Randy Glover	Colonel	Voting Member
Rhonda Raney	Deputy Secretary	Voting Member
Marvin Waters	Assistant Secretary for Administration	Voting Member
Glenn Mack	Chief Information Officer	Voting Member
Doug Hoell	Director, Emergency Management	Voting Member
Geof Toner	Enterprise IT Operations Manager	Facilitator

Members may vote to include additional stakeholders to attend meetings as needed.

The Members may establish advisory committees (internal and external) as needed.

Role of the Oversight Committee member

It is intended that the Oversight Committee leverage the experiences, expertise, and insight of key individuals committed to building professionalism in information technology. Oversight Committee members are not directly responsible for managing information technology activities, but provide support and guidance for those who do. Thus, individually, Oversight Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some, or all, major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management & state certification issues, and specific approach being adopted;

- Check adherence of project activities to standards of best practice, both within the organization and in a wider context;
- Commit resources to selected projects;
- Help balance conflicting priorities and resources;
- Wear department-wide (i.e. enterprise) hats;
- Review project status reports;
- Foster positive communication between divisions regarding the project's progress and outcomes.

Role of the Stakeholder

Oversight Committee Stakeholders are affected by the actions and decisions of the Oversight Committee. Since Stakeholders have a technical expertise, they may provide the Oversight Committee members with additional information to clarify IT issues prior to the Oversight Committee making a decision. Oversight Committee Stakeholders should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some, or all, major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management & state certification issues, and specific approach being adopted;
- Enforce adherence of project activities to standards of best practice, both within the organization and in a wider context;
- Help balance conflicting priorities and resources;
- Wear department-wide (i.e. enterprise) hats;
- Report on the status of projects and IT issues;
- Develop the content of Agenda and send it to the Chair for review, approval and distribution;
- Document and distribute Oversight Committee meeting minutes to members;
- Foster positive communication between divisions regarding the project's progress and outcomes.

C   Oversight Committee Meetings

Meeting Schedule and Process

The committee will meet at least quarterly. The Oversight Committee Chair has requested the committee to initially meet monthly to keep track of issues and the progress of information technology projects and to limit the meeting to one hour and 30 minutes.

The Oversight Committee Chair will facilitate the Committee Meeting. The Team will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion and voting.

Meeting Agenda

At each meeting, enterprise projects will be reported to the Oversight Committee members by the CIO and Enterprise Project Manager using an agenda outline as following:
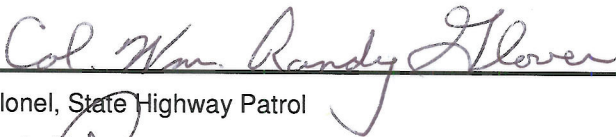
  A. Introductory Items such as:

   - Introductions

   - Minutes approval from last meeting

   - Review of actions arising from previous Oversight Committee meetings

  B. Review status of Enterprise Projects

   - Overall Status
     - Scope status
     - Schedule status
     - Budget status
     - Reason for deviation from green

   - New issues arising since the last meeting

   - Review and approval of project change orders

  C. Review / Approve new Project Charters

  D. Review / Approve Budgets for new Projects

  E. Formal acceptance of deliverables

  F. Outstanding issues and project conflicts

  G. Review and approve IT policies endorsed and submitted by the IT Planning Group

  H. Review and summarize new actions

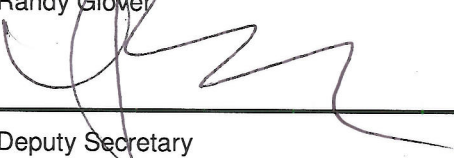 I. Decide date and location for next meeting

D   Authorization Signatories

The Charter for Enterprise Oversight Committee is hereby approved on September 22, 2009.

(signature)

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Chief Deputy Secretary / IT Governance Council Chair

Gerald Rudisill

(signature)

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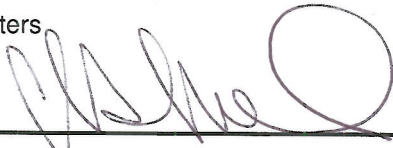
Colonel, State Highway Patrol

Randy Glover

(signature)

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Deputy Secretary

Rhonda Raney

(signature)

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Assistant Secretary for Administration

Marvin Waters

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Chief Information Officer

Glenn Mack

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Director, Emergency Management

Doug Hoell

E   Modifications

This agreement is to remain in effect until modified by vote of the Committee.

07/01/2008 – Modification to replace Colonel Fletcher Clay with Colonel Walter Wilson.

08/20/2009 – Revision to replace Colonel Walter Wilson with Colonel Randy Glover.

08/20/2009 – Revision to replace CIO, David Nicolaysen with CIO, Glenn Mack.

08/20/2009 – Revision to create addendum to authorize Business Solutions Management Committee and rule changes.

09/17/2009 -   Revision to show council seat previously held by Deputy Secretary John Williams as Vacant.

11/01/2009 – Revision for administrative changes only. Rhonda Raney to Deputy Secretary vacated by Jon Williams. Marvin Waters to Assistant Secretary vacated by Rhonda Raney.

F   Addendum – Business Solutions Management Committee (Created 9/22/09)
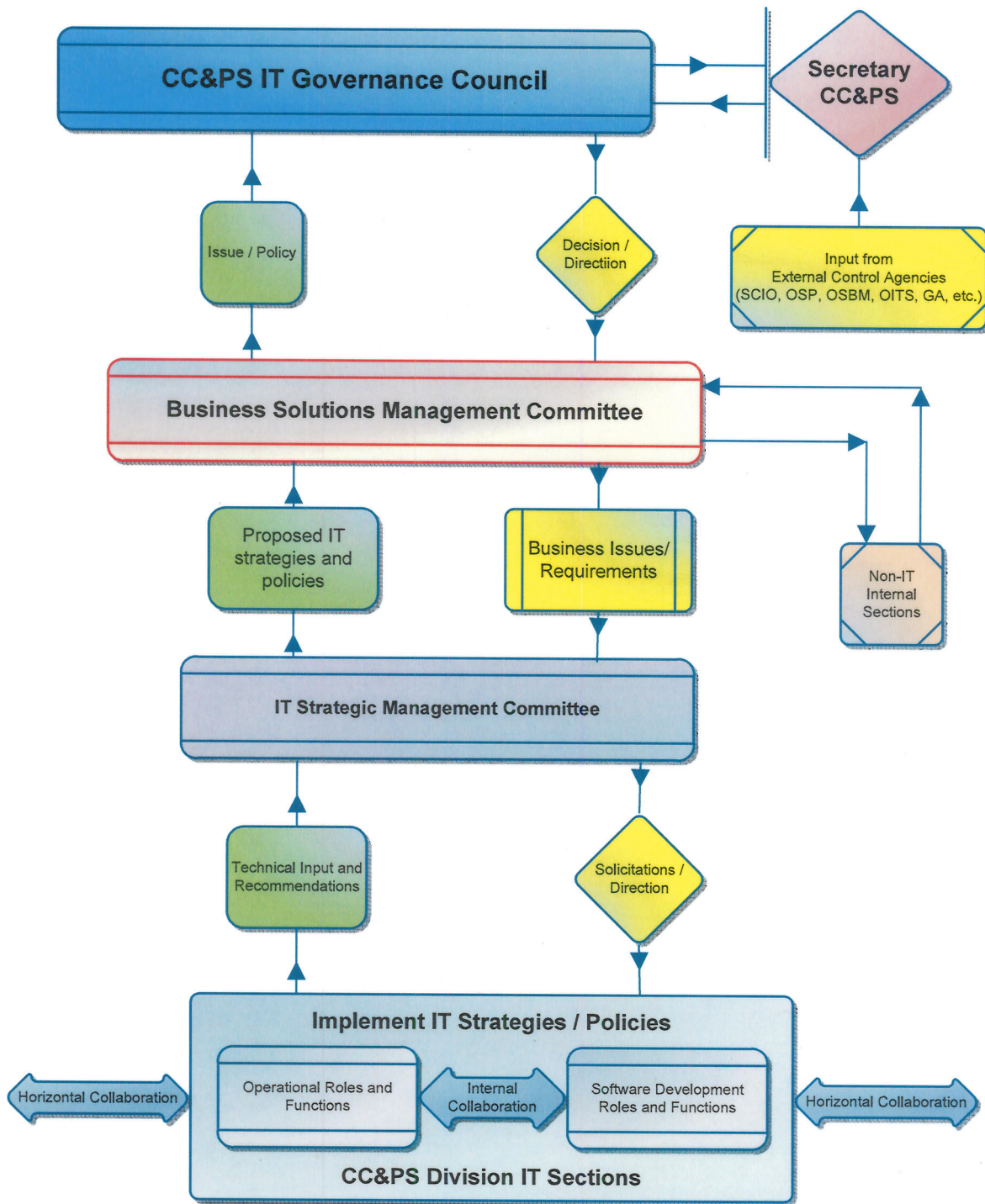
Business Solutions Management Committee:

The Business Solutions Management Committee shall serve as an intermediary body between IT Managment, CCPS Divisional business needs and the IT Governance Council.

The Business Solutions Management Committee shall be tasked with:

- Ensuring the CCPS IT strategies are aligned with business needs and strategies of the agency.

- Help identify cost cutting and business improvement opportunities by utilizing IT services.

- IT focused policy reviews and requests.

- Determine project development priority.

- Identify, coordinate and collaborate funding and assign resources necessary to implement IT projects.

- Define strategic business objectives necessary to meet the department's and divisions' needs and responsibilities.

- Will meet and confer no less than monthly.

The IT issues and policies which are identified by the Business Solutions Management Committee as being of high priority and where funding has been identified, if needed, shall be forwarded to the IT Governance Council.

The Business Solutions Management Committee shall be composed of one senior staff management member from each division, a senior staff manager designee for OffSec Controller, and HR. If a designee is selected, the selected senior staff manager must have the authority to set division priorities, make decisions impacting the workload of any staff within the division as well as authority to encumber division funds. Committee members shall have a thorough knowledge of the division strategic plan and division priorities and work process needs. Committee members shall have a comprehensive knowledge of the division's fiscal situation and priorities as many of the decisions may be financial in nature and may have long term impacts. The CCPS CIO will serve as Chairperson of the Business Solutions Management Committee.

CC&PS IT Governance Council

Secretary CC&PS

Issue / Policy

Decision / Directiion

Input from External Control Agencies (SCIO, OSP, OSBM, OITS, GA, etc.)

Business Solutions Management Committee

Proposed IT strategies and policies

Business Issues/ Requirements

Non-IT Internal Sections

IT Strategic Management Committee

Technical Input and Recommendations

Solicitations / Direction

Implement IT Strategies / Policies

Operational Roles and Functions

Internal Collaboration

Software Development Roles and Functions

Horizontal Collaboration

Horizontal Collaboration

CC&PS Division IT Sections

NC Crime Control and Public Safety IT Governance Communications and Decision Process Flow Diagram